

UNITED STATES DEPARTMENT OF AGRICULTURE

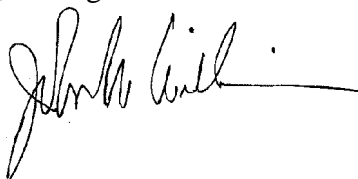
Farm Service Agency
Washington, DC 20250

Notice AS-2055

For: State Offices

Contracting Officer Training

Approved by: Deputy Administrator, Management



1 Overview

A

Background

All contracting officers are required to obtain 40 hours of procurement maintenance training every 2 years. The new 2-year period begins January 1, 2003, and ends December 30, 2004.

MSD has arranged for another training session to ensure that all contracting officers have an opportunity to obtain this required training, as well as purchase card holders who have a high volume of purchase card transactions.

B

Purpose

This notice informs State Offices that MSD has scheduled an Advanced Simplified Acquisition training class for the week of March 31 through April 4, 2003.

Disposal Date

May 1, 2003

Distribution

State Offices

2 Training Class Participants and Tentative Date

A

Contracting Officers Needing Training

There are approximately 35 spaces available for this training.

Note: See Exhibit 1 for a list of contracting officers and purchase card holders who have been selected to attend this session.

To reserve a space for this training, contact Diane Cudd, MSD, at 202-690-1061, **no later than March 5, 2003.**

Note: If the participants listed in Exhibit 1 are unable to attend, the space will be made available to other State Office administrative personnel on a first-come-first-served basis.

B

Training Location

As soon as the training course arrangements are final, a notice will be sent to all participants with the information necessary to make travel arrangements.

Training Class Participants

The following individuals have been selected to participate in the training session. Contact Diane Cudd according to subparagraph 2 A to confirm attendance.

State Office	Participants
Alaska	Debra Robinson Jimmy LaVoie
Arkansas	Karen Petrus
Arizona	Grace Lamas
California	Nathan Margoni
Colorado	William Gray
Connecticut	Theresa Currier
Florida	Emily McLeod
Hawaii	Jill Lee
Idaho	Thomas Long
Louisiana	Stephanie Ellington
Maine	Brent Mullis
Maryland	Carolyn Prince
Michigan	Elaine Berry Robert Fandel
Minnesota	Doug Grove
Mississippi	Roy Cotton Charles Cole
New Jersey	Henri Ann Olson
New York	Patricia Hall
North Carolina	John Hampton
Pennsylvania	Deb Eckley John Cameron
Puerto Rico	Wilford Martinez

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Training Class Participants (Continued)

State Office	Participants
Virginia	Dana Byrd
Vermont	Sarah Noel
Wisconsin	Toni King
ITSD-Washington, DC	Sandi Davenport Crystal Njoku
MSD-Washington, DC	Terry Martz Arlene Hicks
RMA	8 people
